

**From:** Larry Goldzband <larry.goldzband@bcdc.ca.gov>  
**Date:** Wednesday, December 27, 2017 at 10:54 AM  
**To:** BCDC Staff <staff@bcdc.ca.gov>  
**Cc:** "Wong, Melanie@Coastal" <Melanie.Wong@coastal.ca.gov>, Bryan Cash <Bryan.Cash@resources.ca.gov>  
**Subject:** FW: Memo From Governor's Cabinet Secretary on Sexual Harassment Prevention

All:

Please read the attached letter from the Governor's Cabinet Secretary that seeks to ensure that we all recognize both our responsibility to be trained about, and our options open to us should we encounter, sexual harassment on the job at BCDC (or anywhere in service to the State of California).

I want to buttress the letter with these additions. First, though state law requires only supervisors and managers to complete anti-harassment training, BCDC extends this requirement to **all staff** including interns and volunteers. Second, please be assured that BCDC will investigate any such complaints quickly and appropriately. Finally, I want to stress that any individual at BCDC who encounters such behavior, or learns of such behavior encountered by another member of our staff, should immediately contact his or her supervisor, our H.R. staff (Lawlun or Melanie), or a member of senior staff (including me) to ensure that no other BCDC staff member encounters such behavior.

Thank you for your attention to this letter, and please do not hesitate to contact Lawlun, Melanie, your supervisor or manager, or any member of senior staff if you have any questions or concerns.

**Larry Goldzband**  
**Executive Director**  
**San Francisco Bay Conservation and Development Commission**  
**455 Golden Gate Ave., Ste. 10600**  
**San Francisco, CA 94102**  
**Desk: (415) 352-3653**





## OFFICE OF THE GOVERNOR

December 19, 2017

Dear Cabinet Members,

The state is firmly committed to providing a safe and respectful workplace for all employees. State laws and policies, many in place for decades, prohibit harassment and discrimination of any type in our state workplaces. However, each of us has a role to play in redoubling our efforts and working towards ensuring our departments are free from sexual harassment and discrimination.

Please continue to be diligent and focused on making sure state laws and policies are followed and ensure that state employees in your agencies and departments have the following information:

- All state managers and supervisors are required by law to receive two hours of sexual harassment prevention training within six months of taking a supervisory position, and then every two years thereafter.
- Employees who have experienced harassment can file a complaint with any supervisor or manager in their office, or the department's Equal Employment Opportunity (EEO) officer. All supervisors or managers and EEO officers must take appropriate action, including making proper documentation of the complaint. Retaliation for filing a complaint is not permitted.
- Employees also have the right to file a complaint with the California Department of Fair Employment and Housing (DFEH) or its federal counterpart, the Equal Employment Opportunity Commission (EEOC). For more information about sexual harassment, view DFEH's poster or frequently asked questions. For information about filing a complaint and the investigation process, visit the DFEH complaint process page. DFEH accepts complaints and inquiries filed online, by mail, by email ([contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov)), in person at DFEH offices, or by phone at 844-541-2877 (voice), 800-700-2320 (TTY) or California's Relay Service at 711.

Thank you for your continued work to make our workplaces respectful and safe for everyone.

Sincerely,

Keely Martin Bosler  
Cabinet Secretary